

MAJOR FUNCTION

This is a responsible professional and administrative position directing activities for the Housing Assistance Division, which oversees the management and implementation of the City's housing program initiatives. The work includes planning, preparation and development of grant applications, administering of housing loans for both new construction and rehabilitation, and special projects for affordable housing. The incumbent provides direction to staff personnel within the division to carry out the programs and projects as designated, which involve planning, management, monitoring and evaluation of contracts and special activities. Work is performed under the supervision of the Assistant Director-Economic and Community Development and is reviewed through conferences, observation, analysis of reports and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, administers, directs, plans and coordinates the work of the staff of the Housing Division within the Department of Economic and Community Development. Develops strategies for affordable housing programs in the City. Supervises, coordinates and organizes work assignments and production schedules of subordinate staff and ensures that work is completed in a timely and efficient manner, consistent with departmental procedures and applicable regulations. Works with agencies and private developers to bring forward economically feasible and well planned affordable housing projects for implementation. Oversees the implementation of City, state and federal funds designated for housing programs and the development of strategies for the housing element of the Local Government Comprehensive Planning Act. Assists non-profit agencies in establishing Community Development Corporations and CHDOs to further develop the community's capacity to provide affordable housing. Recommends the selection, transfer, advancement, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and approvals or disapproves merit increases. Assists non-profit agencies in becoming self-sufficient providers of affordable housing through technical assistance and mentoring. Develops and implements productivity improvements capabilities to improve services and productivity. Performs related work as required.

Other Important Duties

Prepares the annual division budget. Prepares correspondence, memos, reports, studies, agenda items and statistical summaries. May serve in the absence of the Assistant Director-Economic and Community Development. Attends City Commission meetings and other meetings as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern techniques, real estate practices and procedures, principle and financing practices for housing and community development. Thorough knowledge of modern principles of organization and management practices. Considerable knowledge of accepted practices of urban planning, community development, budget preparation and the preparation of reports, studies and grant applications. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze problems and exercise sound professional judgment with affordable housing issues. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to communicate clearly and concisely, both orally and in writing. Ability to plan, organize, administer and direct activities of broad scope and intensity for division operations. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban planning, business or public administration, real estate, finance, sociology, or a related field and five years of professional urban/regional planning, community development or governmental management experience in providing service delivery to the public; or an equivalent combination of training and experience that includes at least three years of the required experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-16-90

Revised: 11-15-94

12-20-95

07-01-02

12-10-03*

04-01-08

09-15-09*